



INSTRUCTIONS FOR COMPLETING THE 2008 TSD FACILITY ANNUAL REPORT FORM

Please Read These Instructions Carefully Before Completing The Report Form

Who Must File

Owners or operators of treatment, storage or disposal (TSD) facilities must file a **TSD Facility Annual Report Form** with the Department of Environmental Quality (DEQ). This report is required under the authority of the Montana Hazardous Waste Act. The Code of Federal Regulations (CFR), Title 40 citations noted in these instructions are incorporated by reference in the Administrative Rules of Montana (ARM) Title 17, Chapter 53.

What to File

A) Non-regulated status and Non-generator

If your facility **did not** generate, treat, store (for greater than accumulation time limits pursuant to 40 CFR 262.34), or dispose of regulated quantities of hazardous waste at **any** time during calendar year 2008, complete and submit:

1. Part One (General Information) to notify DEQ of your non-regulated status.

B) Non-regulated status and Generator

If your facility generated and shipped hazardous waste **off-site**, but **did not** treat, store (for greater than accumulation time limits pursuant to 40 CFR 262.34), or dispose of any portion of that waste **on-site** in calendar year 2008, complete and submit:

1. Part One (General Information) to indicate your non-regulated status, and
2. The appropriate (Large or Small Quantity) Generator Annual Hazardous Waste Report for your facility's generator status.

C) Regulated status and Generator

If your facility generated and shipped hazardous waste **off-site and also** treated, stored (for greater than accumulation time limits pursuant to 40 CFR 262.34), or disposed of hazardous waste **on-site**, complete and submit:

1. Parts One (General Information), Two (Waste Identification and Management) and Three (Waste in Storage), and
2. The appropriate (Large or Small Quantity) Generator Annual Hazardous Waste Report for your facility's generator status.

When and Where to File

The annual report must be submitted to the DEQ, Waste and Underground Tank Management Bureau, Hazardous Waste Section. (See Page 6 for the address). You are subject to enforcement action if you do not file by March 1, 2009.

The report must be postmarked no later than:

March 1, 2009

What to Report

- All regulated quantities of hazardous waste treated, disposed of, or placed in storage between January 1, 2008 and December 31, 2008.
- Any hazardous waste your facility received from other generators.
- The total quantity of waste in storage at your facility as of December 31, 2008, reported by storage method.

Report only wastes that are regulated as either characteristic or listed hazardous wastes. Characteristic and listed wastes are identified in Subparts C & D of 40 CFR Part 261, which can be found at the following web sites:

- U.S Environmental Protection Agency:
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=3abdde2bd9a953737a98f196b8bec532&c=ecfr&tpl=/ecfrbrowse/Title40/40cfrv25_02.tpl
- GPO Access Site - Code of Federal Regulations: Retrieve by CFR Citation <http://www.gpoaccess.gov/cfr/retrieve.html>

Do not report wastes that are not regulated as hazardous under the Montana Hazardous Waste Regulations, *even if manifested* (e.g. PCBs, asbestos).

If any or all of the hazardous waste handled by your facility were delisted at some time during calendar year 2008, you must still report those wastes for the portion of the year they were regulated. Please note these waste(s) and the line number in the comments section of Part Two and Part Three.



PART ONE - GENERAL INFORMATION

I. NON REGULATED STATUS

A) Facility DID treat, store or dispose

If the facility **DID** treat, store or dispose of regulated quantities of hazardous waste at any time during 2008:

1. Check the box marked YES in Section I, and
2. Complete Parts One through Three, and return form to DEQ.

B) Facility DID NOT treat, store or dispose

If the facility **DID NOT** treat, store, or dispose of regulated quantities of hazardous waste at any time during 2008:

1. Check the box marked NO in Section I,
2. Check the box most applicable to how long the facility's non-regulated status is expected to apply,
3. Explain, in the space provided, the reason your facility is not subject to regulation (e.g. closed prior to January 1, 2008), and
4. Complete only Part One and return form to DEQ.

II. FACILITY EPA I.D. NUMBER

Verify your facility's 12 character EPA identification number.

III. FACILITY NAME

Verify the name of your facility.

IV. LOCATION OF FACILITY

Verify the location of your facility, if different from the mailing address in Section V. Please use the physical address of your facility, not a P.O. Box.

V. FACILITY MAILING ADDRESS

Verify the mailing address of your facility.

VI. FACILITY CONTACT

Verify the name and telephone number of the contact and an alternate contact who can be reached regarding information contained in this report.

VII. COST ESTIMATES FOR FACILITIES

- **Cost Estimate for Closure of Regulated Unit(s)**

Enter the most recent cost estimate for regulated hazardous waste management unit(s) closure, if applicable.

- **Cost Estimate for Post Closure Care of Regulated Unit(s)**

Enter the most recent cost estimate for post-closure monitoring and maintenance of closed regulated hazardous waste management unit(s), if applicable.

VIII. CERTIFICATION

The owner or operator of the facility or an authorized representative (e.g. the plant manager, superintendent or person of equivalent responsibility) must sign and date the certification.

PART TWO - WASTE IDENTIFICATION AND MANAGEMENT

Part Two requires detailed information about hazardous waste your facility generated and/or received from off-site generators that was treated, stored (for greater than accumulation time limits pursuant to 40 CFR 262.34), or disposed of at your facility during calendar year 2008.

Page 8 is an example of a completed Waste Identification and Management form. Please refer to this for help with reporting in Part Two.

When reporting waste management at the facility, you must clearly segregate wastes generated at your facility from wastes received from off-site generators. Use separate Waste Identification and Management forms for wastes generated at your facility and for wastes received from off-site generators.

For example:

1. Your facility generated 101 different wastes during the calendar year 2008. These wastes were stored and

treated at your facility. You would report these wastes on Part Two forms and check the box in Section IX ('Generated On-Site') for each page listing your facility's waste.

2. Your facility received 12 different wastes from an off-site generator during calendar year 2008. These wastes were then stored at your facility until shipment to a permitted hazardous waste disposal facility. You would report these wastes on Part Two forms, entering the off-site generator name and EPA identification number in Sections X through XII for each page listing the off-site generator wastes.





Remember to Make Copies of Additional Pages Before Making Entries on the Form.

IX. GENERATED ON SITE

If wastes reported on this page were generated and treated, stored, or disposed of at your facility, enter your facility's name, check the box marked **GENERATED ON-SITE** and enter "NA" in Sections X, XI and XII.

DO NOT check this box if you are reporting wastes received from off-site generators.

X. GENERATOR EPA ID NUMBER

Enter the EPA identification number of the generator of the waste received by your facility during calendar year 2008 and described in Section XIII.

If the waste came from a foreign generator, enter the EPA identification number of the importer in this section. Enter the name and address of the foreign generator in Section XIV comment section.

If the waste was generated at the facility, enter "NA."

XI. GENERATOR NAME

Enter the name of the generator corresponding to the generator's EPA identification number in Section X.

If the waste came from a foreign generator, enter the name of the importer corresponding to the EPA identification number in Section X.

If the waste was generated at the facility, enter "NA."

XII. GENERATOR ADDRESS

Enter the mailing address of the generator corresponding to the generator's EPA identification number in Section X.

If the waste came from a foreign generator, enter the mailing address of the importer corresponding to the EPA identification number in Section X in Section XIV (Comments).

If the waste was generated at the facility, enter "NA."

XIII. WASTE IDENTIFICATION AND MANAGEMENT TABLE

Each waste or waste mixture must be listed on a separate line.

A. DESCRIPTION OF WASTE

For **listed** hazardous wastes, enter the EPA name from 40 CFR Part 261, Subpart D, abbreviated if necessary. For mixtures of listed wastes, enter the description that best describes the waste.

For **characteristic** hazardous waste (i.e. ignitable, corrosive, reactive, or toxicity), please include the following:

- the description from the list of characteristics in 40 CFR Part 261, Subpart C which best describes the waste;
- the specific manufacturing or other process generating the waste; and
- the chemical or generic chemical name of the waste, if known.

B. EPA HAZARDOUS WASTE CODES

For **listed** waste, enter the four-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart D.

For **characteristic** wastes, enter the four-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart C.

If the waste is a **mixture of more than one listed or characteristic** waste, enter all of the relevant EPA Hazardous Waste Codes. Four spaces are provided on each line. Continue on the next line(s) if more spaces are needed and leave the rest of that line blank (as shown on Lines 3 and 4 of the example on Page 8).

REPORTING PROCESS METHOD CODES

Process codes to be used in Sections C and D are listed in the Process and Unit of Measure Codes table on Page 7.

When wastes were processed in multiple stages, report only the last (or final) process step at the facility and the final off-site process step if the waste was shipped for off-site disposal.

C. LAST FACILITY PROCESS METHOD

Enter the Process Code that represents the waste's last or final disposition **at your facility** at the end of the reporting year.

For example:

1. A waste in storage at the close of the calendar year must be reported as being in storage, even though the waste will eventually be land disposed at the facility.
3. A waste that is placed in storage at the beginning of the calendar year and then land disposed at the facility mid-year must be reported as being land disposed.
4. A waste placed in storage and then shipped to an off-site disposal facility must be reported in Column C with the Process Code for storage. You will report the final off-site Process Code in Column D.

If a different process code applies to portions of the same waste (e.g. part of the waste is stored while the remainder was incinerated during the year), use a separate line entry for each waste portion (as shown on Lines 5 and 6 in the example on Page 8).



D. FINAL OFF-SITE PROCESS METHOD

Enter the Process Code that represents the final **off-site** disposition at the end of the reporting year. If the waste was not shipped to an off-site TSD facility, enter "NA."

For example:

1. Deposition in a landfill was the final step for a waste shipped from your facility to an off-site TSD facility. The Process Code entered in Column D would be D80.
2. Deposition in your facility's permitted land treatment unit was the final disposition step for a waste generated at your facility. You would enter "NA" in Column D.
3. A waste was in storage at your facility at the end of the calendar year. You would enter "NA" in Column D, even if the waste is scheduled to be shipped to an off-site facility.

If a different process code applies to portions of the same waste (e.g. part of the waste is stored while the remainder was incinerated during the year), use a separate line entry for each waste portion, as shown on Lines 5 and 6 in the example on Page 8.

E. AMOUNT OF WASTE

Enter the quantity of each waste or waste mixture entry. "Right Justify" your entries. (See Column E of the example on Page 8).

F. UNIT OF MEASURE

Enter the unit of measure code for the quantity of waste. Units of measure and corresponding codes to be used are in the table on Page 7.



If gallons or liters are used, you must provide the density in pounds per gallon or specific gravity (rounded off to the nearest tenth) of each waste, by line number, in the comment section of the page on which that waste is identified.

XIV. COMMENTS

The Comments area may be used to explain or clarify any entry. If used, enter a cross-reference to the appropriate Section or Line number

PART THREE – TOTAL WASTE IN STORAGE ON DECEMBER 31, 2008

Part Three requires details about hazardous waste that is in storage at your facility on December 31, 2008. Page 9 is an example of a completed Waste in Storage form. Please refer to this for help with reporting in Part Three.

You must report the amount of hazardous waste from all generators in storage at the facility on December 31, 2008.

This would include:

- The amount of waste in storage that was generated or received during the current reporting year, and
- The amount of waste in storage that was generated in previous reporting years.

XV. WASTE IN STORAGE AT YEAR END

Check the appropriate box to indicate whether hazardous waste was in storage at your facility on December 31, 2008. If no waste was in storage on that date, do not fill out Section XVI. If hazardous waste **was** in storage, complete Section XVI.

XVI. WASTE IN STORAGE DETAIL

A. DESCRIPTION OF WASTE

For **listed** hazardous wastes, enter the EPA name from 40 CFR Part 261, Subpart D, abbreviated if necessary. For mixtures of listed wastes, enter the description that you believe best describes the waste.

For **characteristic** hazardous waste (i.e. ignitable, corrosive, reactive, or toxicity), please include the following:

- the description from the list of characteristics in 40 CFR Part 261, Subpart C which best describes the waste;
- the specific manufacturing or other process generating the waste; and
- the chemical or generic chemical name of the waste, if known.

B. EPA HAZARDOUS WASTE CODES

For **listed** waste, enter the four-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart D.

For **characteristic** wastes, enter the four-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart C.



C. STORAGE PROCESS CODE

D. AMOUNT OF WASTE

E. UNIT OF MEASURE

F. YEAR WASTE PLACED IN STORAGE

XVII. COMMENTS

In the upper right-hand corner of each page, enter the page number of each sheet and the total number of pages.



REMINDERS!!

- * **MAKE EXTRA BLANK COPIES OF PARTS TWO AND THREE BEFORE YOU MAKE ANY ENTRIES**
- * **SIGN THE CERTIFICATION STATEMENT (Section VIII)**
- * **REPORT FORMS MUST BE SUBMITTED TO DEQ and POSTMARKED NO LATER THAN
MARCH 1, 2009**

PLEASE SUBMIT COMPLETED FORMS TO:

Waste & Underground Storage Tank Management Bureau
Hazardous Waste Section
P.O. Box 200901
Helena MT 59620-0901
(406) 444-5300
<http://deq.mt.gov/HazWaste/index.asp>

For additional information, contact the Hazardous Waste Section



PROCESS AND UNIT OF MEASURE CODES

CODE	PROCESS
DISPOSAL	
D80	Landfill
D81	Land Treatment
D83	Surface Impoundment
D99	Other Disposal
STORAGE	
S01	Container (Barrel, Drum, etc.)
S02	Tank
S03	Waste Pile
S04	Surface Impoundment
S05	Drip Pad
S06	Containment Building-Storage
S99	Other Storage
MISCELLANEOUS . . . (Subpart X)	
X01	Open Burning / Open Detonation
X02	Mechanical Processing
X03	Thermal Unit
X04	Geologic Repository
X99	Other Subpart X
TREATMENT	
T01	Tank
T02	Surface Impoundment
T03	Incinerator
T04	Other Treatment
T80	Boiler
T81	Cement Kiln
T82	Lime Kiln
T83	Aggregate Kiln
T84	Phosphate Kiln
T85	Coke Oven
T86	Blast Furnace
T87	Smelting, Melting, or Refining Furnace
T88	Titanium Dioxide Chloride Process Oxidation Reactor
T89	Methane Reforming Furnace
T90	Pulping Liquor
T91	Combustion Device used in the Recovery of Sulfur Values from Sulfuric Acid

UNIT OF MEASURE	CODE
Gallons	G
Liters	L
Short Tons (2000 lbs.)	T
Cubic Yards	Y
Cubic Meters	C
Pounds	P
Metric Tonnes (1000 kilograms)	M



(Make copies of this sheet for additional pages)

PART TWO WASTE IDENTIFICATION AND MANAGEMENT																					
IX. <input type="checkbox"/> Generated On-Site Check box if waste was generated <u>and</u> treated, stored or disposed at your facility. If box is checked, enter "NA" in Sections XI, XII and XIII.										XI. Generator Name <u>BDB Productions</u> <small>(Specify generator from whom all wastes listed on this page were received)</small> XII. Generator Address <u>P.O. Box 123</u> <small>(Street or P.O. Box)</small> <u>Hersheyville</u> <u>WI</u> <u>99999</u> <small>(City or Town) (State) (Zip Code)</small>											
X. Generator EPA ID Number <u>U K 1 2 3 4 5 6 7 8 9 9</u> <small>(Enter Generator 12 digit EPA ID No.)</small>																					
XIII. A		B								C			D			E				F	
Description of Waste		EPA Hazardous Waste Codes								Last Facility Process Method			Final Off-Site Process Method			Amount of Waste				Unit of Measure	
1	Ignitable spent solvent used in Widget production, mixture of	D	0	0	1					S	0	2	T	0	3		2	4	1	5	T
2	Mineral spirits and kerosene																				
3	Chlorinated distillation residues	K	0	1	6	K	0	1	8	S	0	1		N	A			4	9	5	T
		K	0	1	9	K	0	2	0												
4		K	0	3	0																
5	Warfarin and warfarin salts for pest control	P	0	0	1					S	0	1		N	A				2	0	T
6	Warfarin and warfarin salts for pest control	P	0	0	1					S	0	1	T	0	3					1	T
7	Dissolved air flotation float, Crude oil storage tank sediment	K	0	4	8	K	1	6	9	D	8	1		N	A		3	6	7	9	T
8																					
XIV. COMMENTS: _____ _____ _____																					

(Make copies of this sheet for additional pages)

PART THREE		TOTAL WASTE IN STORAGE ON DECEMBER 31, 2008																	
XV.	<input type="checkbox"/>	No Waste was in storage on December 31, 2008 Check this box if No hazardous waste was in storage at your facility on December 31, 2008. Do not fill out Section XVI.																	
	<input checked="" type="checkbox"/>	Waste was in storage on December 31, 2008 Check this box if hazardous waste was in storage at your facility on December 31, 2008, then fill out Section XVI.																	
XVI.	A			B				C			D			E	F				
	Description of Waste			EPA Hazardous Waste Codes				Storage Process Code			Amount of Waste			Unit of Measure	Year Waste Placed in Storage				
1	Dissolved air flotation float, Crude oil storage tank sediment			K	0	4	8	K	1	6	9	S	0	1	1	0	0	T	2008
2	Ignitable spent solvent			D	0	0	1					S	0	2		1	0	G	2007
3																			
4																			
5																			
6																			
7																			
8																			
XVII. COMMENTS: _____																			
